



PRELIMINARY INVESTIGATIONS

INDEX CODE: 1603
EFFECTIVE DATE: 12-01-13

Contents:

- I. Policy
- II. Procedures
- III. Cancellation

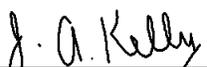
I. POLICY

The preliminary investigation at the scene forms a sound basis for the accurate collection of information and evidence during the follow-up investigation.

II. PROCEDURES

- A. Preservation and documentation of the scene, including information from witnesses and physical evidence, are necessary for thorough preliminary investigation. The methods used by the preliminary investigating agent have a direct impact on the amount and accuracy of the information obtained throughout the investigation.
- B. After securing the scene and attending to any victims and injured persons, the preliminary investigating agent should:
 - 1. Identify the suspect(s).
 - a. Determine the location of the suspect(s).
 - b. Detain or arrest the suspect(s) if still present at the scene.
 - 2. Determine what crime or incident has occurred.
 - 3. Broadcast updated description of the incident, suspect(s) and/or vehicle(s), as applicable.
 - 4. Verify the identity of the witness(es).
 - 5. Separate witnesses and instruct them to avoid discussing details of the incident with other witnesses.
 - 6. Canvass the area for other witnesses.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director